

SSA-DD/S
#10
17

21 November 1961

MEMORANDUM FOR THE RECORD

SUBJECT: Notice to Field of [REDACTED] Actions 25X1A

1. When a tentative decision has been reached to proceed with the separation of personnel who have been declared surplus to the needs of their career service, the Director of Personnel will issue a preliminary notice of that fact to the individuals involved. This notice also alerts the individual to the fact that a determination will be made whether any other position is available within the Agency to which he may be assigned. The responsibility for making such a survey is that of the Director of Personnel. If the Director of Personnel is unable to locate a suitable position in any other career service, he is then obliged to recommend to the DDI that the person be separated from the Agency. Following the DDI's approval of the separation, the Director of Personnel issues a second notice to the individual, the second notice specifying the date upon which the separation will occur.

2. There will be occasions when the head of a career service and the Director of Personnel may wish to issue the preliminary notice to persons while they are still serving abroad. A final notice will rarely be issued to a person in an overseas area. The handling of preliminary notices will be accomplished as follows:

a. The Director of Personnel will prepare a memorandum addressed to the individual concerned. This memo will be placed in a sealed envelope and delivered to the area division involved for pouching to the field.

b. The Director of Personnel will provide a carbon of the notice to the individual for the information of the Chief of Station or Base concerned. This carbon will likewise be transmitted in a sealed envelope.

c. Since the Director of Personnel will require acknowledgement from the individual of receipt of the preliminary notice, the individual will be requested to transmit such acknowledgement to the Director of Personnel by sealed envelope.

25X1A9a

[REDACTED]
Assistant SSA (Personnel)